User's Manual
Carl D. Perkins
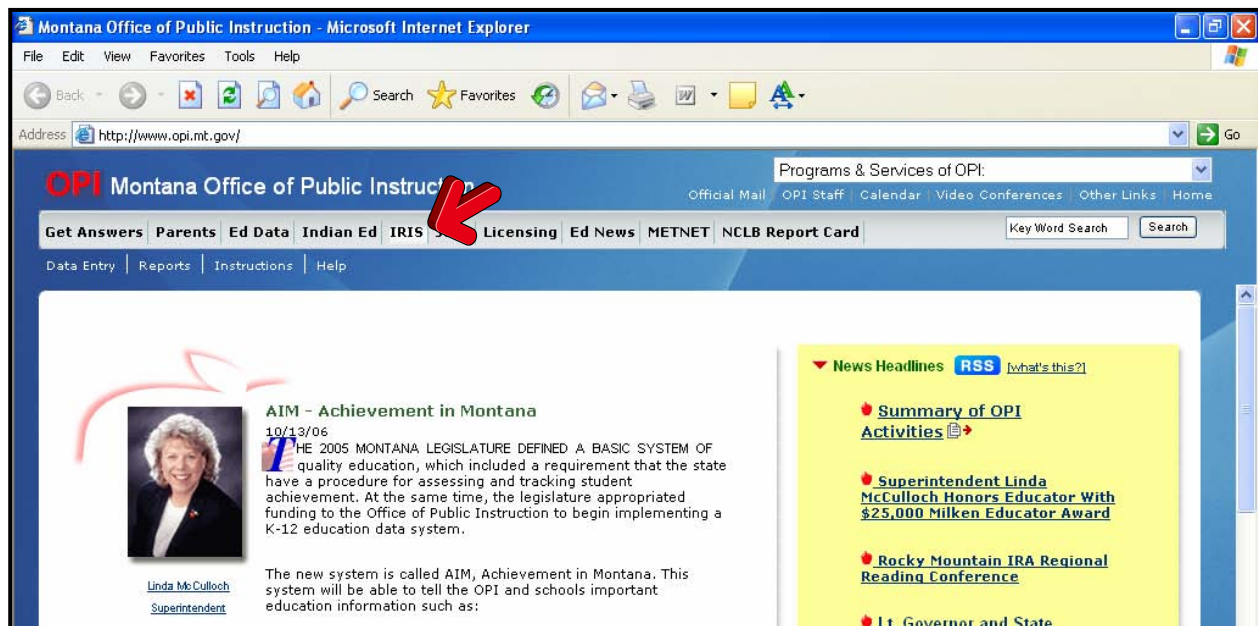# Accountability Follow-up
Electronic Data Collection

Linda McCulloch, Superintendent
Montana Office of Public Instruction
PO Box 202501
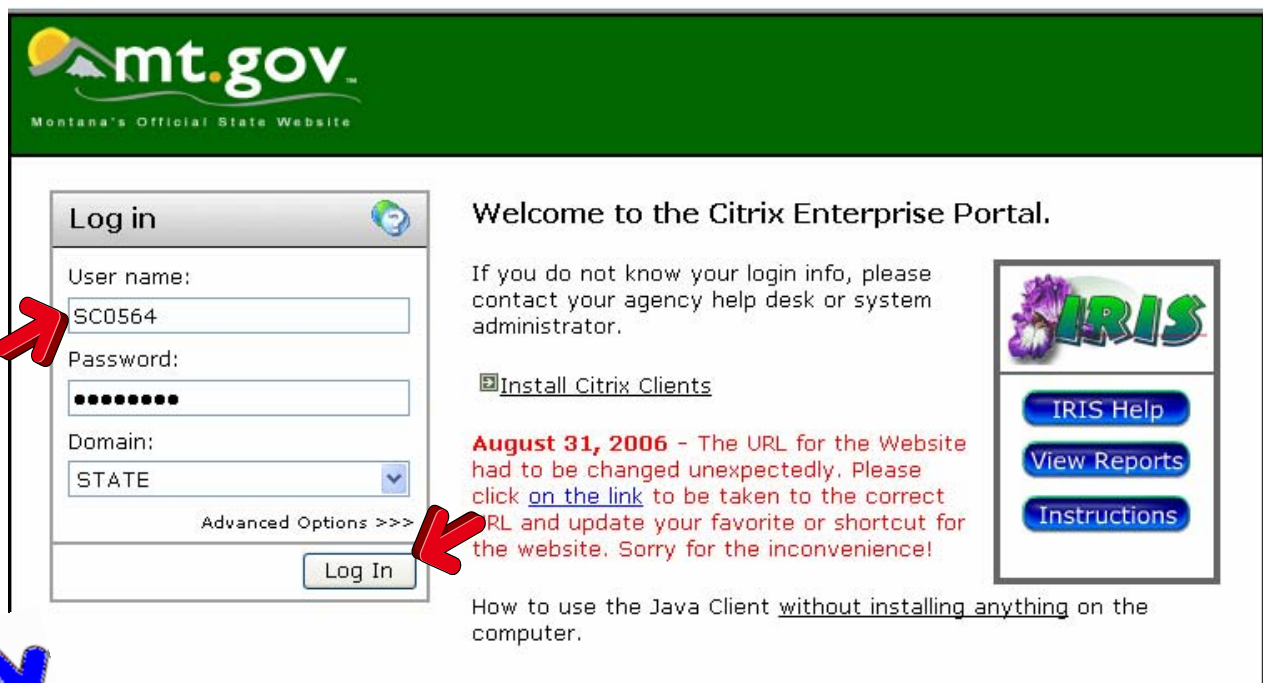Helena, Montana 59620-2501
www.opi.mt.gov

Fall 2006

To access the Carl Perkins Accountability system, go to the OPI Web page, www.opi.mt.gov. Click on the IRIS tab.
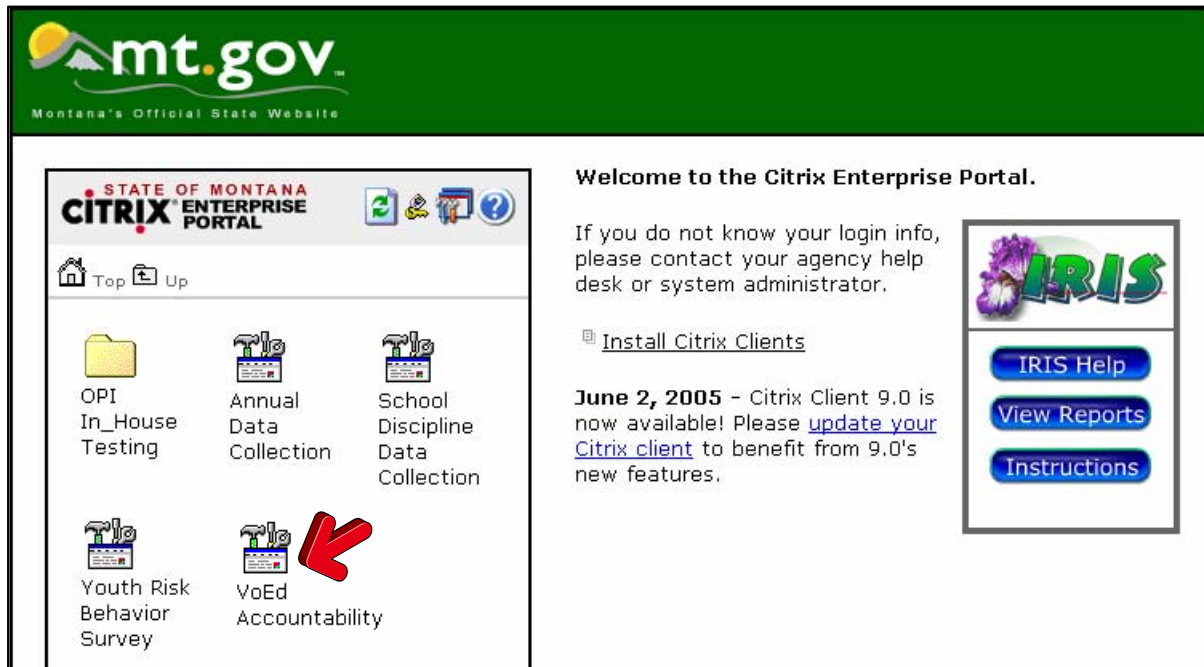

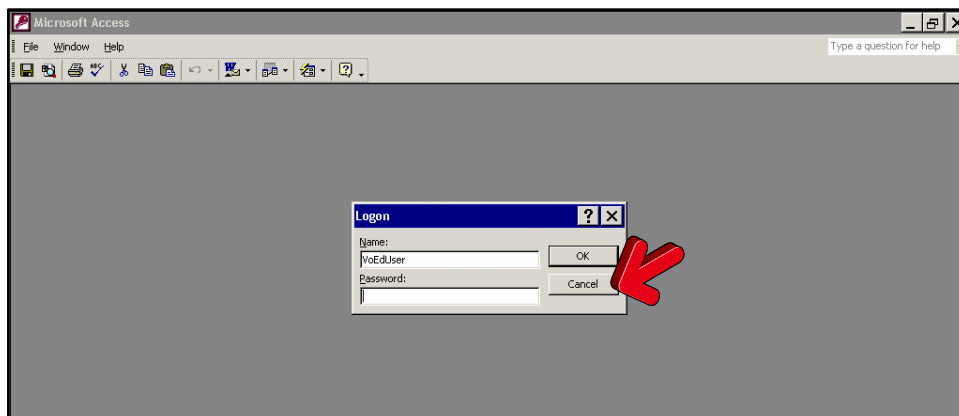Enter your user name and password and click "Log In."

Your user name and password is the same for all Citrix applications. Use the one assigned to your school (not district) for other Citrix applications your school uses. Your user name will begin with "SC."
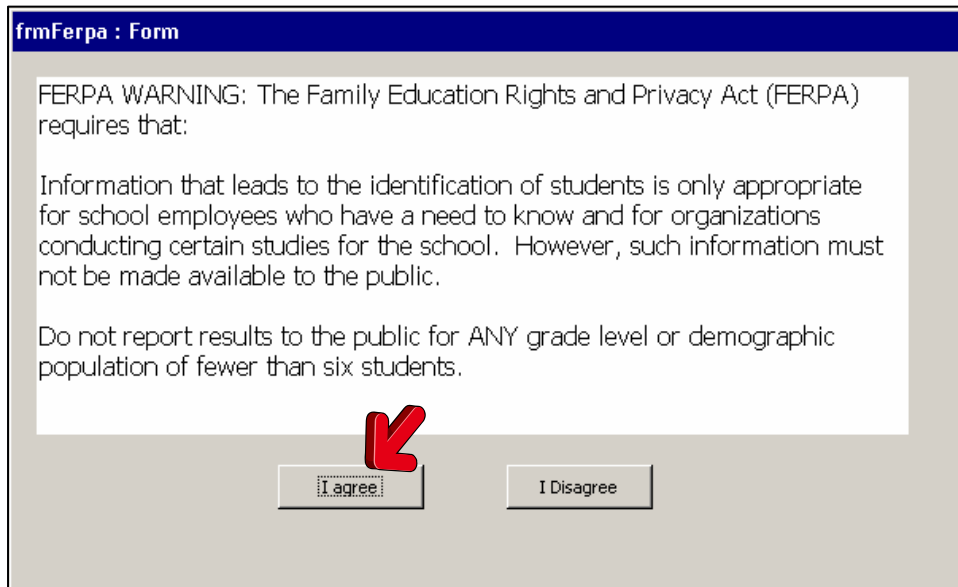
Single click the "VoEd Accountability" icon.

(Your choices might look different than this.)

Click "Cancel" when this log-in screen comes up.

FERPA Warning

Click "I agree" to continue.

Resolution Check

If you see the thin red line, click "Continue."

IMPORTANT!! Concentrator information is stored under school year 2005-2006. Click on this button to change the school year.

After selecting 2005-2006, click "Get Started."

Double click on "CTE Concentrator Follow-up Data Entry (Fall)" or single click it and click "Select Option."

Data entered during previous data collections is prepopulated. Follow-up data should be entered in the empty fields. Use the drop-down menus when appropriate.

Districts that used ID numbers will see numbers instead of names on this and subsequent screens.

⭐ See "Helpful Information" section on page 10.

If you prefer, you can enter data using the Multi-Record view.
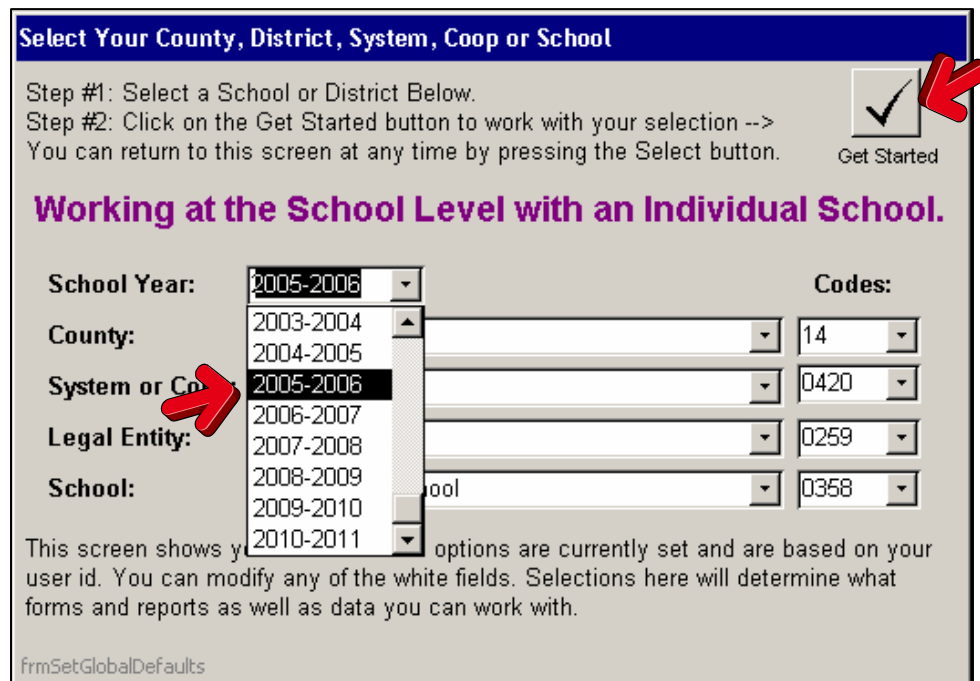
frmStudentFollowup : Form

VoEd Concentrator Data Entry

2005-2006
Fergus (CO 14)
Lewistown Public Schools (SS 0420)
Fergus H S (LE 0259)
Fergus High School (SC 0358)   **School Level**

Last Name	First Name	Vocational Concentrator ID	Gender	Tech Prep	High School Compl
Doe	J.J.		M	Y	
Doe	Jack		M	N	
Doe	Jackson		M	Y	
Doe	Jacob		M	Y	
Doe	Jake		M	Y	
Doe	Jamal		M	Y	
Doe	James		M	Y	
Doe	Jane		F	N	
Doe	Jared		M	N	
Doe	Jasmine		F	Y	
Doe	Jason		M	N	
Doe	Jessica		F	Y	

Record: I◄ ◄ 1 ► ►I ►* ⊠ ►!.. of 106

Single Record View   Exit

When you have finished entering your follow-up data, click "Exit." Your entries automatically save upon exit. You can return to the program at any time to make additions or corrections.

frmStudentFollowup : Form

VoEd Concentrator Data Entry

2005-2006
Fergus (CO 14)
(SS 0420)
(LE 0259)
Fergus High School (SC 0358)   **School Level**

Last Name: Doe
First Name: J.J.
Vocational Concentrator ID:
Gender: M   Tech Prep: Y   Race/Ethnicity: White, Non-Hispanic

-OPTIONAL- Description of current situation -
Field or Type of Work/Training (ie: airplane mechanic, agriculture etc.)
MSU College of Technology Great Falls

High School Completion Status: High School Diploma
Progam Use Code: Agriculture Education
Current Primary Situation: Post Secondary Education
Date Student Contacted: 11/07/2006
ProjectedYearOfGraduation: 2006

Record: I◄ ◄ 1 ► ►I ►* ⊠ ►!.. of 50

Multi-Record View   Exit

To print a copy of your records, double click on "Accountability Followup Report" under the Staff Reports heading on the Main Switchboard page, or single click it and click on "Select Option."

This will bring up a report that can be printed by clicking "Print" on the menu bar.

You will be given the choice of saving this file as a pdf document or printing a paper version.

Click "Close" to exit the report.

Helpful Information

- **Current Primary Situation Field: When a student fits in a combination of situations, code the student according to the PRIMARY situation.**

   - If a student is attending post-secondary education full-time and working part-time, code this student as "PS Education."

   - If a student is working full-time and a member of the Montana National Guard part-time, code this student as "Employed."

- **You can navigate through the data without using the mouse by using the tab and/or Enter (Return) keys for forward movement and the shift+tab keys for backward movement. In drop-down fields, typing the first letter of the field choice will populate the field.**

- **Records save automatically when you advance to the next record and/or exit the program.**

- **Use the navigation buttons at the bottom of the screen to move between records. Use ◄ ► to move to the previous/next record. Use ◄◄ ►► to go to the first or last record.**

- **The Escape key will clear all fields in an unsaved record.**

- **There is no "Submit" button. The Accountability system is a "real-time" system so you are submitting as you are entering.**

- **If you find a student who was incorrectly included in the concentrator database, DO NOT DELETE the student. Call Karla Beagles at (406) 444-9019 or e-mail kbeagles@mt.gov for assistance.**

Carl D. Perkins
Contact Information

Office of Public Instruction
Division of Career, Technical and Adult Education
Dr. Jody Messinger, Administrator
Karla Beagles, Accountability Specialist
PO Box 202501
Helena, MT 59620-2501
(406) 444-9019
(406) 444-1373 (fax)
www.opi.mt.gov/CTE

This manual is also available on the CTE page of the OPI Web site
http://www.opi.mt.gov/CTE

All student information in this booklet is fictional.